

Fact Sheet - Applying to Wildland Fire Positions

◇ **How to Apply** - If you would like to be considered for a temporary seasonal position or compete for a higher grade, you must apply online for this opportunity.

DOI FIRES require that all applicants register and apply for DOI FIRES announcements through USAJOBS. If you have never registered and applied to a position on USAJOBS follow the steps listed below for 'New Users'. If you have registered in the past, follow the instructions below for 'Registered Users'. Additional information on how to apply can be found at www.firejobs.doi.gov.

◇ **To Qualify** – As an applicant, you self-qualify yourself for the position(s) & grade(s) you apply for based on the answers to the questions you submit online. Your answers to the questions **MUST** be verifiable on your resume. When completing your resume **it is important** to include the following information: month/year to month/year and work schedule (hours worked per week) for each position held. Failure to provide this information may negatively effect the qualification determination. All qualifications for appropriate grade level will be verified by the Human Resources Office prior to final selection.

New Users

All the following steps must be completed prior to being able to apply to DOI FIRE Announcements.

Step 1 Go to: www.usajobs.opm.gov

Step 2 Click **My USAJOBS** (tab at top),

Step 3 Click on “**Create your account now!**” button.

Step 4 Complete the basic personal information and click “**Submit**” at the bottom of the screen
(When you submit your form, you are automatically logged into your USAJOBS account)

Step 5 Click on “**Create a Resume**” follow the steps to create your online resume. On the tab “**Finishing Up**”, select “**Save for Later**” You have now completed the registration and resume information process, you will now need to select the vacancy you are interested in and **APPLY!**

Step 6 Applying to a vacancy: Click on “**Search Jobs**” (tab) and find the vacancy you want to apply to; after reviewing the announcement click “**Apply Online**”, at the bottom of the page.

Search TIP: If you know the announcement number of the vacancy you want to apply to, enter it in the “**Keyword Search**” box and click “**Search for Jobs**” at the bottom of the screen.

Step 7 You will be directed back to your profile, where you select a resume. Select your resume and click “**Apply for this position now!**”

Step 8 You will then be directed to DOI FIRES, select “**Update my information that is on file**”, click Continue throughout the online application process until you have answered all the questions and printed the appropriate fax cover sheets. At the end you will click “**Finished**” and be redirected back to **My USAJOBS**.

You must complete the entire application process and be redirected back to USAJOBS to successfully apply to a vacancy announcement

NOTE: For additional information on Faxing, go to: <http://www.firejobs.doi.gov>, select “How to Apply”, then scroll down to “Faxing Instructions”

Registered Users

Step 1 If you are already registered, login to [My USAJOBS](#), and enter your USAJOBS ID and Password

Step 2 To view and apply to open vacancies, follow **Steps 6 to 8** above.

***Note:** It is highly recommended that you ensure your resume and registration information is updated prior to searching for and applying to vacancy announcements.*

If you have questions or need assistance with the on-line application process,
call the FIRES Help desk at (888) 364-6432, or email fa_fires@nifc.blm.gov

If you have questions regarding positions in Idaho, please contact the following:
Michelle Wood, HR Specialist, Statewide Fire & Aviation Lead at (208) 373-3922 or email michelle_wood@blm.gov